

**U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Recruiting Bulletin**

ISSUE DATE: October 24, 2008
CLOSING DATE: January 31, 2009

Recruiting Bulletin No. AF-09-2010-CLERK-02I
Regional Census Center
Bothell, WA

**THIS IS AN OPEN-CONTINUOUS ANNOUNCEMENT. APPLICATIONS WILL BE
REFERRED AS POSITIONS BECOME AVAILABLE.**

Clerk

GG-0303-03/04

Salary: \$25,041- \$28,111

PROMOTION POTENTIAL

GG-04

NUMBER OF POSITIONS:

Few

EXCEPTED SERVICE APPOINTMENT:

This is a one year Schedule A time-limited appointment with a possible extension not-to-exceed 9/30/2010.

DUTY LOCATION:

Bothell, WA

AREA OF CONSIDERATION:

Internal- All current Census employees serving on an appointment of longer than one year (i.e., time-limited, indefinite, or competitive appointment). Applicants must meet Time-in-Grade.

DUTIES: The incumbent performs clerical support duties for support of the 2010 Census. Clerks may support staff in administrative, field operations, space leasing, geographic, partnership, or recruiting areas. Clerks will receive, sort, open, control and route incoming mail. Clerks will maintain correspondence files. Clerks will also receive telephone and personal callers and directs them to appropriate office employees based on knowledge of employees areas of responsibility. Clerks maintain a variety of logs. Clerks may maintain stockroom supply levels. Operates various office machines. Performs other clerical duties as required.

QUALIFICATIONS:

GG-03: 6 Months General Experience OR 1 Year Above High School

GG-04: 1 Year General Experience OR 2 Years Above High School

General Experience is described as: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform clerical duties.

You may qualify for a position based on your education, experience, or a combination of both.

BASIS OF RATING: Applicants are required to pass a Bureau of the Census written exam.

HOW TO APPLY:

Please call 1-866-861-2010 to schedule an appointment for a testing session. Tests normally take place at 10 a.m. on Thursdays. You will be required to bring the following items to the testing session:

1. A resume or a completed Optional Application for Federal Employment OF-612 (PDF version is available on our Regional website, or at OPM.gov) or you may complete the OF-612 at the testing session. Your resume and/or OF-612 must include the information listed below *.
2. Three references (name, phone number, & address).
3. Veteran's Preference documentation (if applicable).
4. If qualifying based on education, you **MUST** submit a copy of your college transcripts *or* a listing of college courses showing course number, title, grade, type (semester/quarter), and number or credit hours. Applicants selected for a position will be required to supply original transcripts.

*The following information is needed to evaluate your qualifications and determine if you meet the legal requirements for Federal employment- Failure to provide the information below may result in loss of consideration:

- Full name, mailing address (including zip code), and day and evening phone numbers (with area code).
- Social Security number.
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- Veterans' Preference – Applicants claiming 10-point Veterans' Preference **MUST** submit the SF-15, Application for 10-Point Veteran Preference, with the required proof (i.e., statement/letter from the Department of Veterans Affairs) and the latest copy of the DD-214, Certificate of Release or Discharge from Active Duty. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point Veterans' Preference. Applicants claiming 5-point Veterans' Preference **MUST** submit a DD-214 to receive preference- the DD-214 **MUST** show the type of Discharge (e.g. Honorable/General).
- Highest Federal civilian grade held (if applicable).
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and major field of study. Graduates of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university.
- Paid and non-paid work experience related to the position. For each work experience Include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates (month/year), hours per week (full-time or part-time), salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

Individuals with a disability may request reasonable accommodations by calling (425) 318-1435.

EXAM TESTING LOCATION:

U.S. Census Bureau
19820 North Creek Parkway
Suite 100, 1st Floor
Bothell, WA 98011

Exit NE 195th Street, I-405, in Bothell.

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.
- You will be required to complete a Declaration of Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statement in any part of your application, you may not be hired; or you may be fired after you begin; or you may be fined or jailed.
- If selected, male applicants born after 12/31/59 must confirm their selective service registration status.
- Public law requires all new appointees to present proof of identity and employment eligibility.

ADDITIONAL INFORMATION:

- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “Buyout” and subsequently return to a position in a Federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount of the buyout to the agency that paid it.
- Payment of relocation expenses IS NOT authorized.
- This bulleting will remain open until sufficient applicants are received. Positions will be filled as needed.

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

ALL QUALIFIED APPLICANTS WILL BE CONSIDERED REGARDLESS OF AGE, RACE, COLOR, SEX, CREED, NATIONAL ORIGIN, LAWFUL POLITICAL AFFILIATION, DISABILITY, MARITAL STATUS, AFFILIATION WITH AN EMPLOYEE ORGANIZATION, SEXUAL ORIENTATION, OR OTHER NON-MERIT FACTOR.